

CREATE AN ACCOUNT TUTORIAL



NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

If you are an existing licensee with ABC you will need to have first received your pin letter. The pin letter will provide you with instructions on logging in and connecting your licenses to your account. If you already have a licensee account with ABC's current system, use that information to login to VAL. If you don't have an account, here's how to create one.

- 1. From the Login Screen, click Sign Up.
- 2. Fill in the information to create your account. Click Submit.
- 3. Review your Information to Validate Account. Click Register.
- 4. You will be prompted to Sign Into your Account.
- 5. The first time you enter the system, it will prompt you to enter your <u>contact information</u> on the Contact Information page. Enter the **required fields**.
- 6. Click Add Additional Contact Address. Enter the required fields. Click Save and Close. Review and Click Save.
- 7. This is the only time you will have to do this unless you need to add or change your information.
- 8. Select <u>Home>My Records</u>, there will be <u>No records found</u>. To Connect your Existing Records, you must have your pin letter available.
- 9. Select Create, Create Application.
- 10. Read the General Disclaimer, Check the box, and Click Continue Application.
- 11. Select the Drop Down for Licenses, select the radio button for the Pin Record. Click Continue Application.
- 12. Click Add a Row. Enter the Pin Number and Record Number. This must be all uppercase. Click Submit.
- 13. If you have mistyped one of the numbers or letters, the system will tell you that you have a mismatch, and you will have to re-enter them.
- 14. Continue adding rows until you've entered all your records numbers.
- 15. Click Continue Application. On the next page, Click Continue Application again.
- 16. Once you have <u>successfully submitted</u> your application, Select <u>Home>My Records</u>. You will see the <u>records</u> you added.
- 17. You can add additional contact information and upload documents to your account for later use.

- 18. Select Account Management, Click Add a Contact. Enter the required fields.
- 19. Click Add Additional Contact Address. Enter the required fields. Click Save and Close.
- 20. To Add Attachments, Click Add.
- 21. Upload files on the File Upload page.
- 22. For each file, Select the <u>contact</u> you want to attach the file to.
- 23. Enter a <u>description</u> for each file. Click **Save**.
- 24. You will receive the attachments successfully uploaded message.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Sign Up



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Create Account

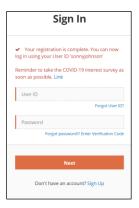


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Validate Account



Sign In



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Contact Information



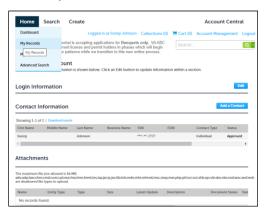
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Add Additional Contact Address





Home>My Records



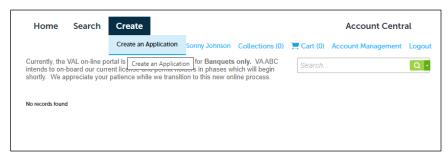
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No Records Found



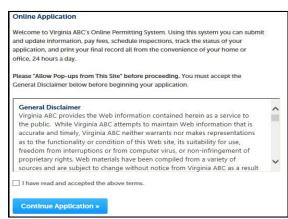
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Create>Create Application

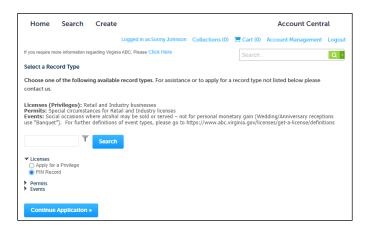


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General Disclaimer

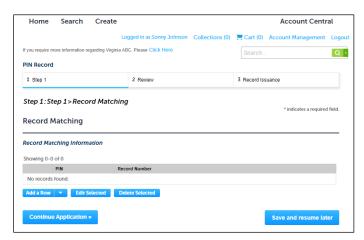


Pin Record



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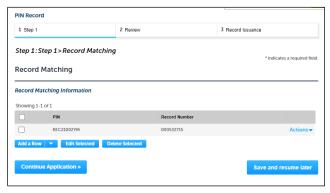
Add a Row



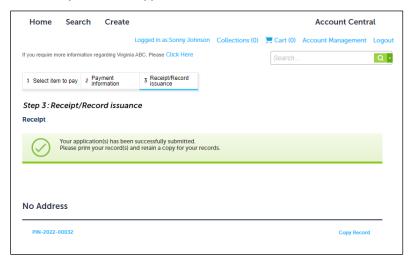
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Pin Number



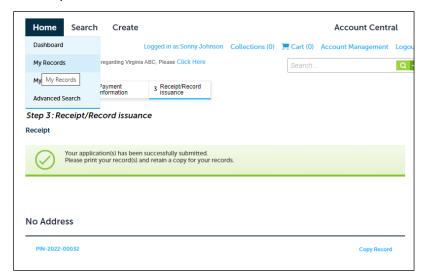


Successfully Submitted Application



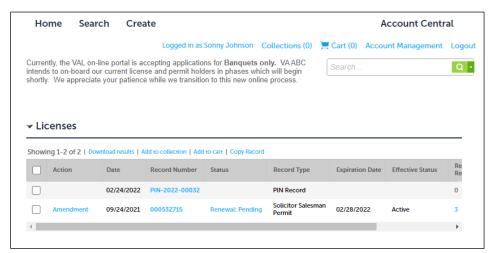
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Home My Records

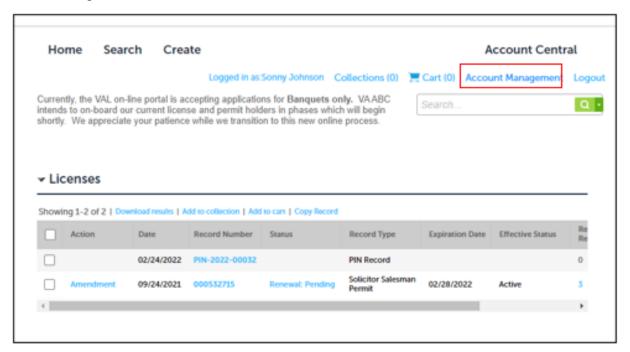


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Records Added

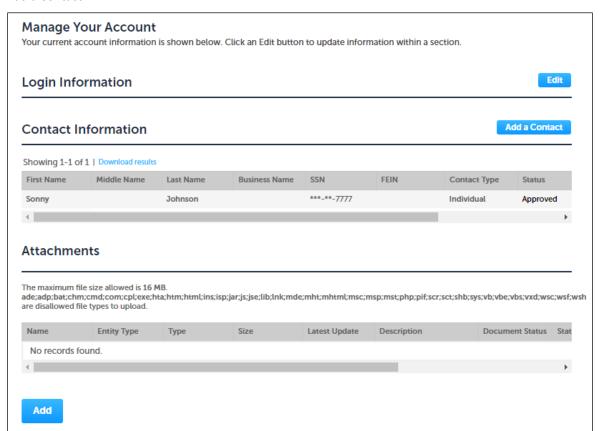


Account Management

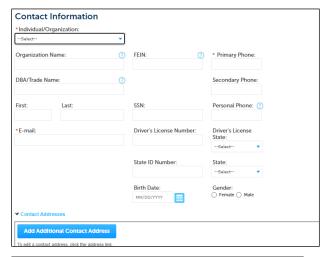


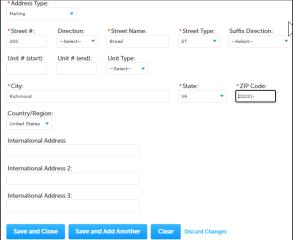
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Add a Contact



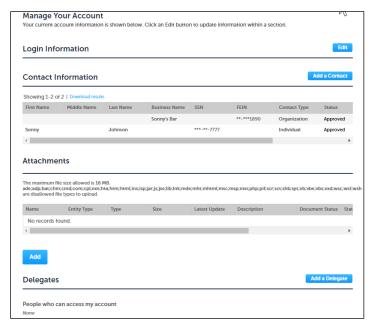
Add Additional Contact Address





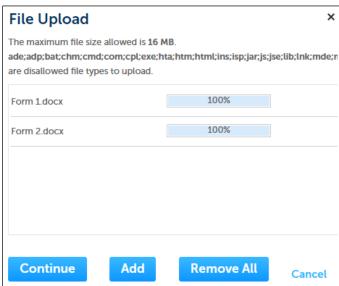
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Add Attachments



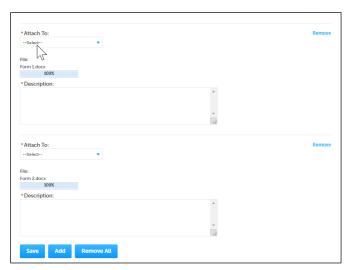
File Upload



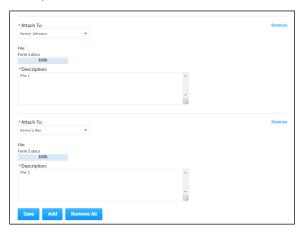


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Contact Attach To



Description



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Attachments Successfully Uploaded

